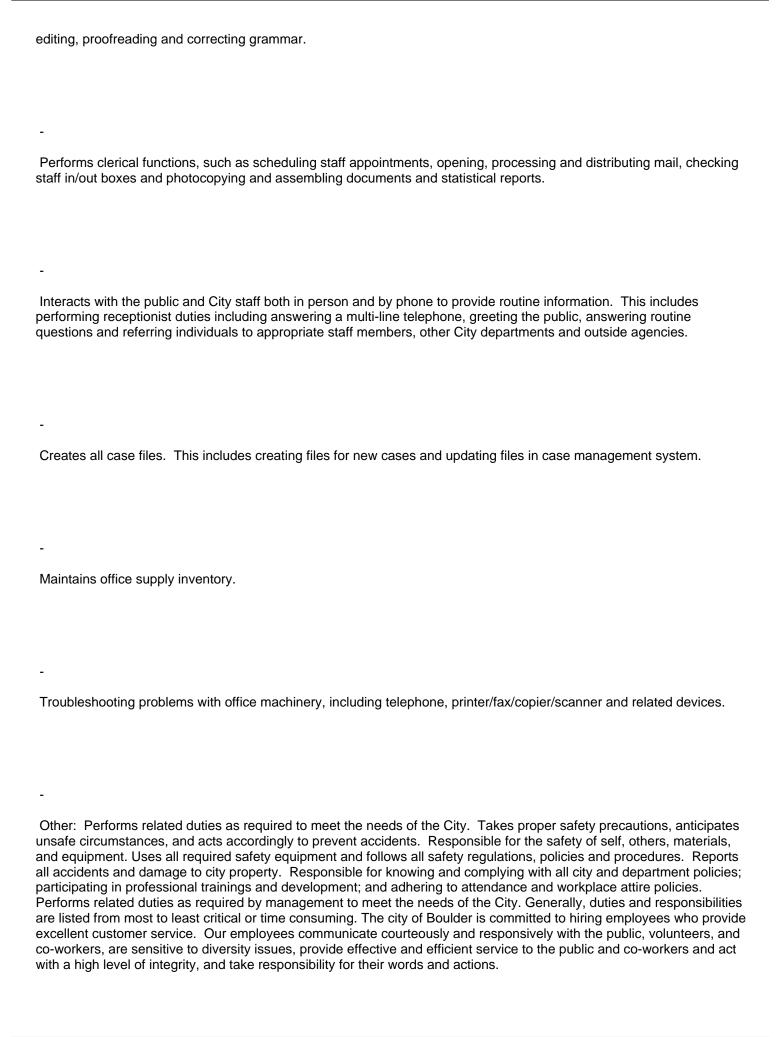
Legal Secretary I Last Updated Friday, 08 September 2006
OVERALL JOB OBJECTIVE:
Under direct supervision, to provide clerical support to the City Attorney's Office, and to perform related duties as required.
Requisition ID
00001961
Position Code
00007417
Job Title
Legal Secretary I

Department	
City Attorney's Office	
Grade	
MGMT-A	
Hiring Range	
\$27,800 - \$33,360 per year (DOQ)	
Full Salary Range	
\$27,800 - \$44,500 per year	

Schedule/Hours
Full time, Monday - Friday, 8:00am - 5:00pm
Application Deadline
Friday, September 22, 2006 (by 5pm)
DUTIES AND RESPONSIBILITIES:
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Uses a personal computer in a Windows environment to type ordinances, court pleadings, resolutions, contracts, agreements, transcripts, letters and memoranda, either in a word processing program or from the document assembly function in the office's case management software. This includes editing and formatting from handwritten materials, draft typed documents and transcription tapes. Modifies and/or composes brief written materials, including



REQUIREMENTS:

High school diploma or equivalent. Two years of prior law office, legal secretary or comparable experience. Strong proofreading skills, including grammar, punctuation, and spelling. Excellent telephone and receptionist skills. General knowledge of office procedures. Good organizational skills and ability to work well under pressure of deadlines. Ability to communicate courteously and effectively.

DESIRED QUALIFICATIONS:

Understanding of law and legal forms. Knowledge of court procedures.

WORKING CONDITIONS:

Physical Demands: Primarily sedentary physical work requiring the ability to lift a maximum of 20 pounds; occasional lifting, carrying, walking and standing; frequent hand/eye coordination to operate personal computer and office equipment; vision for reading, recording and interpreting information; speech communication and hearing to maintain communication with employees and citizens. Work Environment: Works primarily in clean, comfortable environment. Equipment Used: Frequently uses standard office equipment including personal computers, typewriter, multi-line telephone, scanner, transcriber, calculators and copy/fax machines.